

# Local Workforce Development Board Recertification Submissions Requirements 2020

Program Years 2020 and 2021

## Local Workforce Development Board

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This form serves as the request for [NAME OF LOCAL WORKFORCE DEVELOPMENT BOARD] (LWDB) recertification for Program Years (PYs) 2020-21 under the Workforce Innovation and Opportunity Act (WIOA).

If the Workforce Arizona Council (the Council) determines the request is incomplete, it will either be returned or held until the necessary documentation is submitted. Please send an email to [TitleIB@azdes.gov](mailto:TitleIB@azdes.gov) for technical assistance or questions related to completing and submitting this request.

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Name of LWDB

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Mailing Address

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City, State Zip

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Contact Person

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Contact Person's Phone Number

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Date of Submission

## SUBMISSION REQUIREMENTS

### **LWDB Recertification submission packets**

Packages may be submitted on or before December 1 and must be submitted by January 4.  
*Extension requests will be considered on a case-by-case basis.*

- Documents must not be sent in for review until all required documents are available, and meet requirements in the self-assessments checklist, as per Local Workforce Development Board Recertification Requirements Policy, [section 1202.C](#).
- Incomplete submission packets will not be considered for review and will be rejected as per Local Workforce Development Board Recertification Requirements Policy, [section 1202.D](#).

#### **1. LWDB Membership**

Download or copy the [LWDB Roster Spreadsheet](#) and provide the requested information regarding the LWDB members, which must be submitted with the form. The membership requirements are described in the Roster, as well as in 20 CFR [679.320](#) and the Workforce Arizona Council's Workforce Innovation and Opportunity Act Local Governance Policy ("Council [Policy #1](#)"), 06-2019, Section VIII.

If your LWDB membership does not meet the required composition, please complete the following information within the Roster: (1) length of the vacancy; (2) efforts to fill the vacancy; and (3) estimated month and year when vacancy is anticipated to be filled. *If you submit an updated Roster from your initial certification request and you have a vacancy, please include the information from (1) – (3) above in the Roster within the section where there is a vacancy.*

#### **2. List of Standing Committees and Standing Committee Members**

*Please include this information within the [LWDB Roster Spreadsheet](#), second tab named: "[Standing Committee Members](#)."*

#### **3. Bylaws**

*Please submit a copy of, or link to this stand alone document or to larger agreement(s) that include this requirement.*

#### **4. Consortia Agreement, if applicable**

*Please submit a copy of, or link to this stand alone document or to larger agreement(s) that include this requirement.*

- 5. Shared Governance Agreement (includes Organizational Chart)**  
*Please submit a copy of, or link to this stand alone document or to larger agreement(s) that include this requirement.*
- 6. One-Stop and Service Provider Agreements**  
*Please submit a copy of, or link to this stand alone document or to larger agreement(s) that include this requirement.*
- 7. Local Plan**  
*Please submit a link to this stand alone document.*
- 8. One-Stop Procurement, including contract**  
*Please submit a copy of, or link to this stand alone document or to larger agreement(s) that include this requirement.*
- 9. Memorandum of Understanding/Infrastructure Agreement**  
*Please submit a copy of, or link to this stand alone document or to larger agreement(s) that include this requirement.*
- 10. Policy Development**
  - A. Conflict of Interest**  
*Please attach or provide links to policies which meet this requirement.*
  - B. Training Services, Including requirements for work-based training**  
*Please attach or provide links to policies which meet this requirement.*
- 11. LWDB Oversight**  
*Please attach or provide links to policies which meet this requirement.*
- 12. LWDB Management of Funds**  
*Please attach or provide links to policies which meet this requirement.*
- 13. LWDB Recertification Checklists**  
*There is one spreadsheet with a tab for items 1-5. For each item, indicate if the provision is included in the document and where it may be found. There is also a tab "Options for LWDB to Link Items." LWDBs are encouraged to use this tab to link required documents. If the LWDB chooses to not provide links to documents, please attach requested documents to the submission packet.*

**Signature Page**

By signing below, the local CEO and LWDB chair request LWDB recertification. We certify that the LWDB appointed members as described in WIOA Section 107(a), (b), and (c), performed successfully and sustained fiscal integrity during PYs 2020-21, and developed and implemented strategies to improve and continuously strengthen the ARIZONA@WORK system in accordance with WIOA.

**Instructions**

The LWDB chairperson and local CEO must sign and date this form. Electronic signatures will be accepted.

**LWDB Chair**

**Local CEO**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date